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MEMORANDUM

To: Chief Student Affairs Officers

From: Mike Krause 

Subject: Harold Love Outstanding Community Service Awards

Date: February 8, 2018

The Tennessee Higher Education Commission is pleased to begin accepting nominations for the **2018 Harold Love Outstanding Community Service Award**, a program that recognizes dedicated public service by individuals in the higher education sector. Nominations for recognition may be received from college and university administrators and teachers, students, or members of the public. Nominees can be students or faculty/staff at any higher education institution in Tennessee. As in years past, five students and five faculty/staff members will be selected from across the state to be honored and receive a \$1,000 award.

Enclosed are instructions for submitting a nomination packet and the nomination form.

Please note the changes in this year's process.

- Each nomination must be submitted electronically, *using the provided form only*. In order to streamline evaluation, altered nomination forms will not be considered.
- *Institutions may submit no more than three nominations from each category* (i.e. three student nominations and three faculty/staff nominations). In the event that more than three of either category is received from a single institution, only the first three chronologically submitted nominations will be considered.
- Due to the number of nominations received, *additional documents beyond those requested in the nomination form will not be considered by the taskforce*.

Nominations must be received no later than **Thursday, March 8, 2017**. This deadline cannot be extended due to the volume of nominations we receive. Award recipients will be notified by March 23, 2018. Questions about the award or nomination process can be directed to Brittany.Mosby@tn.gov.

Enclosures